



**CITY OF KEY WEST
CIVIL SERVICE BOARD
(305) 809-3770**

**AGENDA
CITY OF KEY WEST CIVIL SERVICE BOARD
JUNE 15, 2016– 5:30 P.M.
CITY HALL – LEGAL CONFERENCE ROOM
3128 FLAGLER AVENUE – HABANA PLAZA**

- I. MEETING CALLED TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVE MINUTES
FEBRUARY 17, 2016 REGULAR MEETING
- V. NEW BUSINESS
 - A. REPORT ON 5/18/2016 POLICE PROMOTIONAL EXAMS
 - B. REPORT ON 6/8/2016 POLICE EXAM REVIEW
 - C. POLICE EXAM CHALLENGE
 - D. RATIFY 5/18/2016 POLICE PROMOTIONAL EXAM SCORES
 - E. NEXT SCHEDULED CSB ACTIVITIES:
 - Fire Promotional Exam – July 20, 2016
 - Regular Meeting – August 17, 2016
- VI. OTHER BUSINESS
- VII. ADJOURN

IF ANYONE DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS TIME OR HEARING, HE/SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. (FLORIDA STATUTE SECTION 286.0105)

**** It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 800-955-8771 or 800-955-8770 (Voice) or the ADA Coordinator at 305-809-3731 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.***

CITY OF KEY WEST
CIVIL SERVICE BOARD
REGULAR MEETING MINUTES OF
FEBRUARY 17, 2016
LEGAL CONFERENCE ROOM – CITY HALL 3128 FLAGLER AVE

BOARD MEMBERS PRESENT:

Mark Albury, Chairman
George Cabanas, Chairman Pro Tem
Michael Davila II
Billy Davis

STAFF PRESENT:

Claire Hurd, Clerk

NOT PRESENT: Brian Dunlap

I. MEETING CALLED TO ORDER

The meeting was called to order at 5:35 p.m. by Chairman Pro Tem Cabanas.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The Clerk called the roll. A quorum was present.

IV. APPROVE MINUTES

NOVEMBER 18, 2015 REGULAR MEETING MINUTES

Mr. Albury moved to approve the minutes of November 18, 2015, Mr. Davila seconded the motion. Motion passed unanimously.

V. NEW BUSINESS

A. ELECTION OF OFFICERS

Mr. Cabanas nominated Mr. Albury for Chairman of the Board. Mr. Davis seconded the motion. Motion passed unanimously.

Mr. Albury served as Chairman for the rest of the meeting.

B. REPORT ON 1/20/16 FIRE PROMOTIONAL EXAMS

The Clerk advised that a total of seven candidates registered and sat for the exam. Mr. Davila II was the Administrator, and the Clerk was Test Control Officer.

The Clerk reported that the exams were late in arriving by mail, and had to be emailed by the test preparer, and photocopied for administration at the last minute. The Clerk, with Mr. Davila, reviewed the quality of the copies, and concurred that they were legible enough to administer. Candidates were advised of the copies, and none expressed concern about the quality of the printed exams.

C. REPORT ON 1/20/16 FIRE EXAM REVIEW

The Clerk reported that there were issues with the exam scoring by the test preparer. The list of wrong answers provided by the exam preparer for driver/engineer candidate Perez included 34 wrong answers, while his reported score was 68. In the case of the Captain exam for candidate Bringle, a list was provided of 31 wrong answers, along with a score of 68. Prior to the review session, the Clerk discussed these discrepancies with the test preparer, and requested that all exams be re-scored. The test preparer re-scored the exams and determined that candidate Bringle's Captain exam score should be 70 and candidate Perez' Driver exam score should be 66. The test preparer attributed these discrepancies to hand scoring, which was necessary because photocopies of the exams and scoring sheets were used. [Clerk's Note: A list of the amended preliminary scores was included in the agenda package.]

There was a brief discussion about correspondence received from the test preparer with regard to the exam review process. There was consensus among Board members that the Board must follow CSB and Fire Department rules related to the exam administration and review process.

Mr. Davila was the Review Supervisor and Mr. Davis attended the Exam Review on February 10, 2016. One candidate challenged two questions and one candidate challenged four questions. The test preparer's recommendation was received by the Clerk on 2/17/16. The test preparer's response, along with a copy of the challenges, were provided to each Board member for review at the meeting. [Clerk's note: exam questions are confidential, per Florida Statutes, 119.071 and are not included in regular agenda package.]

D. CONSIDER EXAM CHALLENGES

All Board members present said that they had time to review the challenges and the preparer's response.

Mr. Cabanas moved to deny all challenges to the exams. Mr. Davila seconded the motion. Motion passed unanimously.

E. RATIFY 1/20/2016 FIRE PROMOTIONAL EXAM SCORES

Mr. Cabanas moved to approve the promotional scores, as corrected by the test preparer. (From the original list of preliminary scores, to the amended version, Mr. Perez score was amended from 68 to 66. Mr. Bringle's score was amended from 68 to 70.)

Motion passed unanimously.

[Clerk's note, scores as follows: Driver/Engineer: Wesley R. Jones 70; Richard B. Gomez 70; Andrew Perez 66; Kyle Williams 60; Captain: Benny Lowe 91; Gregory J. Bringle 70; Colton R. Butler 61]

F. UPCOMING SCHEDULED CSB ACTIVITIES

Regular Meeting – June 15, 2016
Fire Promotional Exam – July 20, 2016

The Clerk said she would contact Board members closer to the examination date.

VI. OTHER BUSINESS

The Clerk suggested that the Board consider whether to continue using the fire exam preparer after the July exam administration.

VII. ADJOURNMENT

There being no further business, Mr. Cabanas moved to adjourn the meeting. Mr. Davis seconded the motion. Motion passed unanimously. Meeting adjourned at 6:00 pm.


Claire Hurd, Clerk of the Board



CIVIL SERVICE BOARD
(305) 809-3770

MEMORANDUM

TO: Chief Donald Lee

FROM: Claire Hurd, Civil Service Board Clerk 

DATE: May 25, 2016

RE: Test Results for May 18, 2016 police promotional exams

Here is a list in grade order of candidates who took the police department promotional exam exams on May 18, 2016. *Please be aware that THESE SCORES ARE ONLY PRELIMINARY. THE REVIEW PERIOD HAS NOT YET EXPIRED; AND THE BOARD HAS NOT YET RATIFIED THE SCORES.*

<u>CANDIDATE</u>	<u>TEST SCORE</u>	<u>SENIORITY</u>	<u>TOTAL</u>
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Lieutenant Exam

Hollis Wood	80	5.00	85.00
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Sergeant Exam

David Kouri	89	4.00	93.00
Jeffrey Dean	87	3.50	90.50
Kuniko Keohane	84	5.00	89.00
Scott Warmington	86	2.00	88.00
Michael Chaustit	83	4.00	87.00
Thomas J. Stutz	81	3.75	84.75
Billy Vazquez	82	2.00	84.00
Jason Castillo	79	5.00	84.00
Brian Leahy	79	4.00	83.00
Janeth Calvert	77	5.00	82.00
Joseph A. Stockton	77	3.50	80.50
Nicholas Revoredo	76	4.00	80.00
F. Carter Sims	75	5.00	80.00
Frank Betz	74	4.00	78.00
Michael Pettee	74	2.00	76.00
Marcus M. delValle	55	--	55.00

cc: Civil Service Board File



CIVIL SERVICE BOARD
CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041
(305) 809-3770

CSB BOARD
FYI

IMPORTANT NOTICE - PLEASE POST
AMENDED

TO: All Eligible Key West Firefighters

FROM: Claire Hurd, Clerk
Civil Service Board

DATE: June 6, 2016

RE: FIRE PROMOTIONAL EXAM – JULY 20, 2016

THIS CONSTITUTES FORMAL NOTICE THAT FIRE
PROMOTIONAL EXAMS FOR THE RANK OF DRIVER AND
CAPTAIN WILL BE ADMINISTERED ON
WEDNESDAY, JULY 20, 2016

In accordance with *Civil Service Board Rule III.B.2.*, the registration period for this exam officially commences 4 weeks before the exam. Completed registration forms must be received in my office at least eight business days before the exam is scheduled -- by 5 p.m. on FRIDAY, July 8, 2016.

Four additional candidates have been identified as eligible to sit for the Fire Captain exam. Accordingly, they have been added to the list of candidates. Individual notices of the exam, along with registration forms, were sent today through inter-office mail those additional candidates on the attached eligibility list. If your name is not included on the eligibility list, and you believe you may be eligible for the examination, contact me as soon as possible at 809-3770.

ELIGIBILITY LIST ATTACHED

cc: Chief Mike Davila, Div. Chief Alan Averette, Samantha Farist, HR Director

**LIST OF CANDIDATES PROVIDED BY KWFD FOR 7/20/2016
PROMOTIONAL EXAMINATIONS (AMENDED 6/6/2016)**

Driver/Engineer:

Keith Durden
Omar Garcia
Andre Guieb
Francisco Gutierrez
Andy Harris
Andrew Perez
Richard Walker
Kyle Williams

Captain

Colton Butler	Jason Bogoeff
Jon Catena	Raul Franco
Scott Pellicier	Keith Hernandez
	Jordain Mera

LIST OF STUDY MATERIALS FOR 7/20/2016 EXAM

FIRE CAPTAIN EXAM STUDY MATERIALS

Jones and Bartlett, Fire Officer, Principles and Practices, 2nd Edition
Delmar, Company Officer, 2nd Edition
Key West Fire Dept Standard Operating Guidelines September 2011

DRIVER/ENGINEER STUDY MATERIALS

IFSTA Pumping Apparatus Driver/Operator Handbook, 2nd Edition, 1st Printing
Delmar, Introduction to Fire Pump Operations, 2nd Edition
Map of Key West



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CITY OF KEY WEST
PO Box 1409
Key West, FL 33041
(305) 809-3770

MEETING NOTICE

THE CITY OF KEY WEST

CIVIL SERVICE BOARD

WILL HOLD A REGULAR MEETING ON

WEDNESDAY, JUNE 15, 2016
at 5:30 p.m.

**CITY HALL-LEGAL DEPT. CONFERENCE ROOM
3128 FLAGLER AVE, HABANA PLAZA, KEY WEST**

ANY QUESTIONS, PLEASE CONTACT CLAIRE HURD AT 809-3770. THANK YOU.

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cc: Board Members
Human Resources Dept.
City Clerk's Office
Chief Donnie Lee, Police Dept.
Acting Chief Michael Davila, Fire Dept.
Posting on bulletin boards